

Applications are now being accepted for the following AGR program Full-Time National Guard Duty (FTNGD) tour under provisions of section 502(f), Title 32, United States Code. Questions concerning this notice may be directed to NGND-DHR-AGR-S at (701) 791-3705 or DSN 791-3705.

**Announcement:** AGR-26-30-OTS  
**MOS/AOC:** Immaterial  
**Position Title:** Administrative Assistant for the Office of The Adjutant General (OTAG)  
**Para/Lin:** TBD upon selection  
**IPPS-A Position Number:** TBD upon selection  
**Maximum Grade:** E7/SFC - O3/CPT  
**Duty Location:** JFHQ, Bismarck ND, with duty at OTAG, Fraine Barracks  
**Selecting Supervisor:** COL Daniel Murphy, Army CoS

**AREA OF CONSIDERATION:** Current North Dakota Army National Guard Soldiers in the grades of E5 through E7 and O1 through O3.

**LENGTH OF TOUR:** This is a One Time Occasional Tour (OTOT) that will start at the earliest convenience of the selecting supervisor/applicant and end on 30 September 2027.

**INSTRUCTIONS FOR APPLYING:** Applicants must forward the documents listed below to arrive at the Human Resource Office (HRO) no later than **1600 hours** on the closing date indicated above. Documents must be scanned in the order as listed below, encrypted and emailed to [ng.nd.ndarnq.list.j1-agrm@army.mil](mailto:ng.nd.ndarnq.list.j1-agrm@army.mil). Subject line of the email must include the announcement number and the applicant's name.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Physical Readiness:** from ATIS Training Profile
  - Print to PDF main page of the Job Data Book ([atmc.atis.army.mil/training/djb](http://atmc.atis.army.mil/training/djb))
  - Must have a passing Height/Weight conducted within the last 6 months.
  - Must have a valid passing AFT within 6 months at the time of application.
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **NCOERs/OERs/Letter of recommendation:** Include three most recent NCOERs/OERs. A letter of recommendation must be submitted on Soldiers who do not have an NCOER/OER. For Soldiers that have NCOERs/OERs, letters of recommendation are optional.
- **DA Form 5016:** Current Annual Statement from IPPSA

### **OTAG Administrative Assistant**

- 1. INTRODUCTION:** This position is in Joint Force Headquarters of the Army National Guard under the AGR program. The purpose of this position is to serve as the Administrative Assistant for the Office of The Adjutant General.
- 2. DUTIES AND RESPONSIBILITIES:** Duties include:
  - Provide full administrative support to the Adjutant General and staff: manage calendars, schedule meetings, and coordinate logistics for events or travel.
  - Draft, format, and proofread correspondence, reports, briefs, and memoranda using MS Office.
  - Serve as office liaison: greet visitors, answer phones, respond to requests, and manage email.
  - Maintain filing and records systems—both physical and electronic—ensuring accuracy, security, and retrieval capability.

- Assist with preparation and processing of travel documents, purchase requests, supply requisitions, and budget tracking.
  - Compile statistical and financial or operational data; prepare and distribute recurring reports.
  - Coordinate small-scale office projects, logistics support for events, or administrative workflows.
  - Ensure compliance with applicable regulations (AR 25-50, AR 735-5, etc.) and maintain operational readiness of the OTAG administrative office.
  - Perform other related duties as assigned by the supervisor.
- 3. QUALIFICATIONS & REQUIREMENTS:** Exceptional attention to detail, communication skills, and ability to manage competing priorities. Strong administrative and organizational skills; federal office experience preferred. Proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook). State official duty station (OTAG Bismarck); include any remote-work expectations if applicable
- 4. AGR PROGRAM INITIAL ENTRY REQUIREMENTS:** Applicants must meet the following requirements:
- Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
  - Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior
  - Drug screening will be accomplished within 15 days within initial entry.
  - All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
  - Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
  - Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
  - Must have completed initial entry training before submitting an application for the AGR vacancy.
  - Must meet AFT and weight control standards per FM 7-22 and AR 600-9 prior to initial entry.
  - Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
  - Must possess the grade equal to, or below, that authorized for the AGR duty position and have the potential to become qualified in the specialty authorized for the AGR duty position within 12 months of the date of assignment.
  - Soldiers whose records are flagged are ineligible for entry into the AGR program until the flag is lifted.
  - Must possess, or obtain a security clearance required by the position for which applying (NGR 604-10).
  - Selectees will be approved by the Adjutant General or his designated representative.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status. Questions, contact (701) 791-3668.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

**Applications on non-selected applicants will not be returned and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.**

**APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS WILL NOT BE CONSIDERED AND NOT RETURNED.**

**REMEMBER TO KEEP A COPY OF YOUR APPLICATION.**